

<b>PRINTING &amp; DUPLICATING REQUISITION</b>  Fill in only boxes that apply			1. REQUESTING OFFICE / AGENCY			JOB NUMBER							
			2. DATE OF ORDER			3. DATE REQUIRED <i>(Enter an actual date)</i>							
			4. ESTIMATE #			5. ROUTING SYMBOL							
6a. ORDERING OFFICE / AGENCY <i>(Complete mailing address, including zip code)</i>						6b. PERSON TO CONTACT <i>(name and telephone number)</i>							
						7. FORM / PUB #			8. CUSTOMER'S REFERENCE #				
						9. TITLE/DESCRIPTION OF SERVICES AND/OR MATERIAL <i>(i.e. title, name of document)</i>							
10. ACCOUNTING CODE (S)						11. CHARGE (S) FOR SERVICE							
						COMML PRINTING		IN-PLANT		DISTRIBUTION		TOTAL	
12. PRINTING SPECIFICATIONS													
a. NO. OF PAGES		d. PAPER STOCKS REQUIRED											
		STOCK TYPE				SIZE		STOCK COLOR			INK COLOR(S)		
b. QUANTITY													
c. NO. OF FOLD-INS		<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">           COVERS  TEXT  DIVIDERS NO TABS  TABBED DIVIDERS         </div> <div style="width: 40%;">           5 PER BANK OTHER (Specify)         </div> <div style="width: 20%;">           WHI BLU OTHER         </div> <div style="width: 20%; text-align: center;"> <b>BLACK</b> </div> </div>											
		e. PRINT				f. COMPLETED SIZE				g. FOLD TO:		h. CONTENT SENSITIVITY	
PORTRAIT		ONE SIDE		2-1/8" x 3-3/8"		8-1/2" x 11"		OTHER (Specify)				<input type="checkbox"/> Sensitive content, Protect from Disclosure	
LANDSCAPE		HEAD TO HEAD		4 1/4" x 5 1/2"		8-1/2" x 14"		" X "		" X "			
		HEAD TO FOOT		5 1/2" x 8 1/2"		11" x 17"							
13. BINDERY													
a. BINDING				b. PAD		c. PUNCHING				d. PACKAGING		e. OTHER	
SADDLE STITCH		PERFECT		NO. OF SHEETS PER PAD		FAA STND 3-Hole (3/8" dia, c-c 4 1/4")				SHRINK WRAP		<input type="checkbox"/> LAMINATE	
HOT TAPE		STAPLE(S)				Industry Stnd 3-Hole (5/16" dia, c-c 4 1/4")				BAND			
PLASTIC COMB		NO. OF STAPLES				OTHER (Attach Sample)				PACKAGE IN SETS OF		<input type="checkbox"/> APPLY MAILING TAB(s)	
LOOSELEAF		LEFT SIDE											
14. ELECTRONIC FILE(S)													
<input type="checkbox"/> PRINT FROM ELECTRONIC FILE(S)				NAME & LOCATION OF FILE(S)						<input type="checkbox"/> SAVE JOB IN ON-DEMAND LIBRARY			
15. SPECIAL INSTRUCTIONS <i>(if additional space is necessary, attach separate sheets and key instructions to Item No (s).)</i>													
16. DISTRIBUTION Method <i>(Choose ONE ONLY and Enter appropriate info).</i>													
<input type="checkbox"/> CALL FOR PICKUP		PERSON TO CONTACT				PHONE NUMBER		SHIPPING ADDRESS <i>(If shipped to one destination away from MMAC).</i>					
<input type="checkbox"/> DELIVER		COPIES		DELIVER TO WHOM?		BLDG ROOM							
<input type="checkbox"/> MAIL		HANDLIST ATTACHED		DISK ATTACHED									
		PRINTOUT ATTACHED		LABELS ATTACHED									
		OTHER (Specify)											
17A. CERTIFICATION OF COPYRIGHT RELEASE							17B. AUTHORIZATION TO PRINT						
Permission has been granted by the publisher for reproduction of this document. The Publisher's release to reproduce copyrighted material is enclosed.  <div style="text-align: center; font-size: 2em; font-weight: bold; letter-spacing: 0.5em;">COPYRIGHT</div>							This work is authorized by regulation and is necessary to the conduct of official business. The specifications are the minimum necessary to meet agency requirements.						
SIGNATURE							APPROVING OFFICER SIGNATURE						
DATE							DATE						

## Instructions for completing AC Form 1720-1 (4/03)

1. **Requesting Office** – Name of the office placing the order
2. **Date of Order** – Date order initiated
3. **Date Required** – This is the date you want the product. DO put in a real date. DO NOT enter ASAP, etc. All work is scheduled by this entry. If the job is needed at a remote site, specify “ON-SITE” after the date. Be sure enough time is built into the schedule to realistically allow shipment.
4. **Estimate** – If you have been given an estimate on the work, it should have been assigned a number. Enter that number here to secure the estimated price.
5. **Routing Symbol** – This is the routing symbol of the office to be billed.
6. **a.** Space for a more complete specification of the ordering office.  
**b. Person to Contact** Name and Phone Number of the person who can answer questions about the order and the required product.
7. **Form / Pub #** - Form number if a form, Pub # if a TI, Order # if an order, class # if class material.
8. **Customer's Reference #** - A number assigned to this request by the requesting organization.
9. **Title/Description of Services and/or Material** – The title of the publication or a description of services to be performed.
10. **Accounting Code(s)** – MMAC Duplicating Fund, or MMAC Commercial Fund, or DAFIS Accounting Code, and DELPHI code, method of payment if outside D.O.T.
11. **Charge(s) for Service** – Charges incurred by this request will be recorded here. (Print Shop use only).
12. **Printing Specifications**
  - a. The number of pages** – That is the number of page-sized surfaces, one 8½x11 leaf/sheet, has two pages, whether printed on both sides or not.
  - b. Quantity** – The number of copies or sets to be produced.
  - c. No. of Fold-ins** – the number of sheets of a size larger than the normal page size that are to be folded into the book.
  - d. Paper Stocks Required** – Choose or Enter the type and weight, size, and color of papers/materials to be printed on and the color(s) of ink/toner to be applied.
  - e. Print** – Select the page orientation and how the back page relates to the front page. Select “**One Side**” if no sheet is to be printed on the reverse side. Select “**Head-to-Head**” if the top of the printing on the back page of each sheet is aligned with the top of the printing on the front of the sheet. (If bound together, these sheets will usually be bound on the left edge.) Select “**Head-to-Foot**” if the bottom of the printing on the back page of each sheet is to be aligned with the top of the printing on the front side. (This arrangement is usually used if the sheets are to be bound together on the top edge.)
  - f. Completed Size** – Select one of the standard sizes or enter the size to which the pages are to be trimmed.
  - g. Fold To** – If the publication is to be folded to a smaller size, such as to prepare for mailing, enter that size here.
  - h. Content Sensitivity** – Check if the content of the job is to be protected from disclosure. The job will be stored in a locked area when not being processed. The job will not be printed commercially unless beyond shop capabilities and not without customer consultation.
13. **Bindery**
  - a. Binding** – Select the type of binding desired. If staples, enter the number and select the location.
  - b. Pad** – If padding of forms is desired, state the number of forms to be in each pad.
  - c. Punching** – If holes are needed, select the hole size desired. If other than 3-ring binder drill, furnish a sample.
  - d. Packaging** – Select the type of interior packaging. If sets are to be packaged together, enter the number of sets to be in each package.
  - e. Other** – Select **Laminate** if that is to be done.  
Select “**Apply Mailing Tabs**” if required
14. **Electronic Files** – Check if printing is to be from files. **Specify file name(s) and location(s):** CD-ROM, ZipDisk, Floppy disk or on the “dropjobs” shared directory. **Check “Save Job in On-Demand Library”** if the document is frequently reprinted without change. For help on the use of electronic files to submit print jobs contact Printing and Distribution via phone or email.
15. **Special Instructions** – If your job requires anything that is not represented by a specific box, enter those instructions here. If this space is not large enough, insert a note directing attention to an attachment. Any requirement for the job that is not annotated on this form does not exist. DO NOT rely on anyone's memory to get your job right.
16. **Distribution Method** – Choose one of the three primary options for distribution of your publication. We can call you to come pick up the job. We can deliver the job wherever it is needed, locally or across the country. We can mail it to multiple recipients whose addresses you supply. More complicated dispersal methods can be accommodated; just annotate here and provide specific details in an attachment.
17. **Signatures** –
  - 17a. Certification of Copyright Release** – We cannot print copyrighted material without a release from the copyright owner. This area is used to certify that a copy of the release is attached.
  - 17b. Authorization to Print** – Printing involves spending your organization's funds or allotment. A signature here indicates that a person authorized to expend your organization's funds has reviewed and approved this print request.

Early consultation with P&D specialists on methods and materials is recommended. It helps to clarify expectations and to assure that the desired result is attainable. It also can lower costs by avoiding “RUSH” charges.

Please furnish an original and three copies of AC Form 1720-1 when submitting your print job in hardcopy. If further help is needed to fill in the form, the copies can be made at P&D after the form is completed.